

Position Title

NASA's Pathways Intern Employment Program
(Accounting/Budget)

Organization

B000 / OFFICE OF THE CHIEF FINANCIAL
OFFICER

NASA Announcement Number

GR13P0030

Vacancy Type

Case File

OPM Control Number / Status

336640600 / Posted

Salary Range

\$40,326 - \$40,326

<http://www.usajobs.gov/GetJob/ViewDetails/336640600>

Open Dates

01/29/2013 - 02/26/2013

Pay Plan - Series / Grade (Low, High)

GS - 0599 / 07, 07

Position Information

Multiple schedules / Internships

Duty Location

391680035 - Cleveland, OH (1)

Who May Be Considered

Applicants must have completed 4 academic years of study (or all the requirements) for a bachelor's degree and accepted into a graduate program in Accounting, Finance, Business Administration, or related discipline..

Citizenship Required

True

Job Summary

As a graduate student in the Pathways Employment Program (IEP), the Intern performs accounting/budget work with guidance and oversight from experienced personnel within the Office of the Chief Financial Officer. The Intern will apply financial concepts and techniques in support of data analysis, financial reconciliation, variance reporting, monthly reporting requirements, and day-to-day general associated tasks.

Looking for a student intern who demonstrates initiative, enjoys working in both teams and independently, has excellent problem-solving and communication skills, is customer service oriented, has good interpersonal skills, and is proficient in Microsoft Excel, Word and PowerPoint.

Comments

PLEASE INCLUDE YOUR ACADEMIC STATUS (FIRST-YEAR GRADUATE), SEMESTER/QUARTER HOURS COMPLETED, AND YOUR CUMULATIVE GPA.

APPLICANTS MUST MEET ELIGIBILITY REQUIREMENTS BY THE CLOSING DATE OF THE ANNOUNCEMENT.

Marketing Summary

NASA, the world's leader in space and aeronautics is always seeking outstanding scientists, engineers, and other talented professionals to carry forward the great discovery process that its mission demands. Creativity - Ambition - Teamwork - A sense of Daring - and a Probing Mind - That's what it takes to join NASA, one of the best places to work in the Federal Government.

Key Requirements

1. U.S. Citizenship
2. Cumulative GPA 2.9
3. Enrolled at a qualifying educational institution at least half time
4. Available to work at least 640 hours prior to completion of degree
5. First-year graduate student in accounting, finance, business, etc.

Total number of openings

1

Major Duties

Participates in NASA's Pathways Intern Employment Program (IEP). This is a formal training program consisting of rotational periods of study and work. Specialized training is designed to accelerate an employee to the full performance level. Participant completes assigned duties, tasks, readings, and developmental activities specified in the Program. Participants receive formal periodic assessments of progress and sign a Pathways Agreement.

General Qualifications

NASA Pathways candidates will meet the qualification requirements consistent with NASA and the OPM qualification standards applicable to the position being filled. Where appropriate, candidates will be required to meet NASA's Aeronautics, Scientific, and Technical (AST) qualification standards for the position(s) for which they are applying.

Educational Qualifications

Many NASA positions have specific educational requirements, so we encourage you to provide a complete description of your educational achievements. Qualification requirements depend on the job being filled. Specific requirements will be identified in each vacancy announcement.

Requirements

U.S. citizenship is required.

How You Will Be Evaluated

Candidates will be assessed either based solely on basic eligibility requirements or may include a qualitative rating of candidates. NASA Pathways candidates will meet the qualification requirements consistent with the OPM qualification standards applicable to the position being filled. Where appropriate, candidates will be required to meet NASA's Aeronautics, Scientific, and Technical (AST) qualification standards for the position(s) for which they are applying. Veterans' preference applies to all selections made under the Pathways authority in accordance with Part 302 of 5 CFR. Candidates who meet the minimum qualification requirements need not be further evaluated; however, if no further evaluation is done, qualified veterans have absolute preference. If candidates are further evaluated using NASA's category rating process, qualified veterans have absolute preference within the appropriate category.

Benefits

NASA offers excellent benefit programs and competitive salaries. To learn more about pay and benefits at NASA, visit the NASA Jobs website: <http://nasajobs.nasa.gov/benefits/benefits.htm>

Other Information

Any applicant tentatively selected for this position may be required to undergo a pre-employment background investigation. As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. Your USAJobs account asks you to assign a name to each of your resumes. When you apply to a NASA position, we will show you the text of the resume you have submitted, but we do not maintain the name you have assigned to that resume. If you wish to keep track of that information, we recommend you make note of it at the time you apply.

How to Apply

Applications for the NASA Pathways Intern Employment Program will be accepted through NASA's automated Staffing and Recruiting System (STARS). You may begin the process of submitting your resume by clicking on the 'Apply Online' link. In order to be considered, you must submit a resume completed on the USAJOBS site. When completing your USAJOBS resume, please remember that NASA limits resumes to the equivalent of approximately SIX typed pages, or approximately 22,000 characters including spaces. You will NOT be allowed to complete the application process if your resume is too long or if your resume was uploaded to USAJobs from a second source. Additionally, NASA does not accept documents attached through USAJobs' document attachment feature.

Once you submit your resume to NASA, you will be asked to complete a short series of additional questions. You must finish the entire process in order to have a complete application package and receive consideration. Your answers will not be saved unless you finish the entire application. You may edit a previously-submitted application, if the announcement is still open. For more information, see the Applicant Guide: https://resume.nasa.gov/applicant_guide.html.

If you are unable to apply electronically for this position, submit your resume and supplemental questions to: National Aeronautics and Space Administration (NASA), Resume Operations Center, Mailstop: HS50, Marshall Space Flight Center, AL 35812. DO NOT submit your resume directly to the Center advertising this vacancy. Mailed resumes must be received by the close of business on the closing date of the announcement. Hard copy resumes requirements are provided at Hard Copy Resume Requirements: <http://nasajobs.nasa.gov/howtoapply/hardcopyresumes.htm>. If you are a first time applicant, we recommend that you review NASA's Applicant Guide: https://resume.nasa.gov/applicant_guide.html to ensure that you are providing a complete resume. Failure to submit the supplemental data and a resume that contains all of the required information may result in loss of consideration for positions in which you are interested. All applications must be received no later than midnight Eastern Time on the closing date of the announcement.

Required Documents

NASA's application process has been specifically developed to ensure that we only ask you for the information we absolutely need to evaluate your qualifications and eligibility. In order to apply for this position, you only need to submit your resume and answer the screening questions and supplemental information. No additional documentation is accepted at the time of application. (For example you need not submit narrative KSA statements; they are not required and will not be evaluated.) In this way we allow you to focus on preparing a resume that best describes your background and abilities. For assistance in preparing your resume, consult the *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html *target=_blank*). Nothing further is required until requested by the Human Resources Office. At that point, we may ask you to submit documentation to support statements made in your resume. For example, we may ask you to provide academic transcripts or proof of Federal employment status. If you are claiming veterans' preference, we may ask you to submit proof of veterans' preference (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form). If you fail to provide the required documents within the stated time period, we may withdraw a job offer and/or remove you from further consideration.

Contact

Traci L. Bassi / / traci.bassi@nasa.gov

What to Expect Next

After applying through the NASA People site if you are found qualified, you may be referred to the Selecting Official for further consideration. Whether or not you are contacted for an interview depends upon the location of the position and the judgment of the Selecting Official. (In some cases, individuals with priority for special consideration must be considered and selected before other candidates.)